**Terms of Reference**

**Call for Active Citizens Partner Organizations to Host Active Citizens Camps
as Part of the EU-funded House of Europe Programme**

1. **Background**

**House of Europe**

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU countries. The programme focuses on different professional fields: culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling to go for conferences, professional events, internships, and networking in the EU, or to enroll in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural co-productions and co-operations between Ukrainian and EU organizations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

**Active Citizens**

Active Citizens aims at intercultural dialogue and sustainable social development. Active Citizens was launched in 2009 and has run in over 70 countries in the Middle East, North Africa, Europe, South and East Asia, North and South America.

The project aims to facilitate social changes through the contribution of individuals who are influential within their community towards achieving sustainable development both locally and globally. It provides them with tools and support to better understand how to work with people from diverse backgrounds and avoid conflicts.

In Ukraine, the project is focused on working with youth in developing behavior and skills which promote intercultural dialogue and conflict resolution across the whole of Ukraine, and others affected specifically by the conflict in the East of Ukraine.

**Active Citizens Camp**

The Active Citizens Camp is a five days for offline or not less than 12 days for online event based on the Active Citizens methodology and organized by the British Council as part of the House of Europe programme. The target audience is youth leaders (aged 18-35 with) from different regions of Ukraine (East-West, North-South) with the aim of developing intercultural dialogue, sustainability and community development skills. The House of Europe programme will fund six Active Citizens Camps between February 2020 and August 2022: three Camps in 2020 (have been already delivered), two Camps in 2021 and one Camp in 2022.

The Camps’ agendas can include different events such as workshops with opinion leaders, social activists, special guests, meetings with local authority representatives, site visits to social organizations or initiatives, networking, brainstorming, arts sessions, and any other creative activities that serve the events’ objectives.

The objectives of the Active Citizens Camps are:

* To broaden people-to-people contacts, enhance cooperation and provide opportunities for networking and for establishing partnerships between Ukrainian young leaders, volunteers and youth organizations;
* To develop intercultural dialogue and enhance sustainable interregional exchange, fostering mobility and mutual understanding among young people in Ukraine;
* To develop and increase the capacity of youth organizations and community development skills of young leaders in Ukraine.
1. **Assignment Objectives and Scope**

The British Council wishes to identify an existing Active Citizens Partner Organizations that can organize and deliver a digital Active Citizens Camps scheduled between August 2021 - February 2022. Exact dates should be suggested by the selected Organizer.

The camp’s target audience is **student leaders (representatives of student government, managers and/or participants of international or national projects, team leaders, etc)**. Only adult (18+) participants are eligible to participate.

Camp will involve **at least 40 participants.**

The duration of each digital Camp will be **not less than** **12 days and up to 3.5 hours per day**.

**The Active Citizens Camp will be delivered online.**

Organizers will be expected to propose the content and focus for Camp’s agenda and to provide advisory and technical support.

The camp may include short-term social action projects, designed and delivered by the participants. The partner is expected to provide administrational and mentors' support.

The detailed agenda for the Camp will be designed jointly by the British Council with the selected Organizers and, if necessary, adapted to the needs and expectations of the selected participants.

The working language of Camps will be Ukrainian, but Organizer should be ready to use Russian with participants in informal conversation if this reflects participants’ preferences.

**The main deliverables include:**

* Development of the concept and detailed agenda of the Camp;
* Delivery and technical support for the Camp;
* Communications support for the Camp activities and outcomes.

**The Organizer is expected to deliver the following tasks:**

* Develop the concept and detailed agenda for the Camp, arranging and confirming all elements of the agenda;
* To support the camp promotional campaign;
* Organize all technical support for the Camp;
* Take part in participants selection together with the British Council representatives;
* Communicate with selected participants to confirm and ensure their participation at the beginning of the camp;
* Sub-contract all additional guest speakers, professional, technical and/or administrative expertise needed for the organization of the Camp;
* To provide administrative support for participants SAPs (if needed);
* Manage communications activities, in line with requirements set out by the British Council;
* Prepare narrative and financial reports as per the requirements;
* Ensure effective cooperation with the British Council at all stages of the project.

**The budget**

The maximum budget for one Active Citizens Camp is **€20,000.**

It should cover:

* Management fee and any coordination staff support, as well as fees for invited facilitators, trainers or speakers;
* Fee for the technical support and cost of the needed software;
* Any additional professional, technical and/or administrative expertise needed for the organization of the Camp(s);
* Specially designed promotional merchandise branded with House of Europe, Active Citizens and/or the Organizers’ logos (eco-bags, cups, t-shirts, etc.). Only ecological and sustainable merchandise will be supported;
* Participants SAPs granting and administrative support (if needed);
* Costs associated with the promotion of the call for participants;
* Other related direct costs.

It does not include:

* Cost for the software with low protection standards (for example Zoom, Tilda);

**The recommended by the British Council fee for facilitators/trainers is 60 EUR per working day.**

The detailed budget breakdown will be agreed between the British Council team and the selected Organizer.

**Timeline for call:**

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| Launch of call for Organizers | 24 June 2021 |
| Deadline for submission of questions and requests for clarifications | 21 July 2021 |
| British Council response to submitted questions and requests for clarifications  | 23 July 2021 |
| Deadline for applications by Active Citizens Partner Organizations to host Camps | 26 July 2021 |
| Selection of Organizers, notification of selection results to applicants  | 9 August 2021 |
| Launch of an open call for the spring digital Camp participants (managed by the British Council) | To be confirmed with selected partner |
| Application deadline for the spring digital Camp participants | To be confirmed with selected partner |
| Selection of the digital Camp participants | To be confirmed with selected partner |
| The digital Active Citizens Camp delivery | May To be confirmed with selected partner, but not later than February 2022. |

1. **Reporting Requirements**

The Organizer will communicate with the British Council’s team throughout the assignment and provide narrative and financial report to the British Council team upon completion of the assignment. The report should be submitted in English. The reports templates will be provided by British Council in due course.

1. **Requirements**

Eligible applicants can be only **existing Active Citizens partner organizations** that **have** **operated in the civil society sector for at least three years and are based in Ukraine.**

**Selection Criteria:**

* In-depth knowledge of the social sector landscape in Ukraine, its key trends and stakeholders;
* Established connections with various local social organizations, initiatives, activists and their networks in Ukraine;
* Proposed agenda of the Camp(s);
* Ability to cope with participants with special needs;
* Evidence of experience and expertise in digital events delivery;
* Ideas for ensuing that the Camps are as environmentally green as possible;
* Value for money.

Experience of working with international organizations and/or EU-funded programmes will be an advantage.

1. **Conflict of Interest**

The applicants must confirm in their cover letter that there are no existing conflicts of interest relating to the assignment, or any other professional or personal circumstances that might affect the fulfilment of the assignment. The selected Organizer must also declare any potential conflicts of interest which arise during the assignment. Should any conflict of interest arise which was known about but not declared at the time of the application, the British Council may terminate the contract.

1. **Contract**

The Organizer will sign a grant contract with the British Council in Ukraine to deliver the assignment. Payments will be made by bank transfer in UAH in two instalments: 80% upon signature of the contract, and the outstanding amount based on the report and financial statements submitted upon completion of the assignment.

The Organizer shall be considered as having the legal status of an independent contractor and as such there will be no employer/employee relationship between the British Council on the one side, and the Organizer or any person used by the Organizer on the other side.

1. **Submission of proposals**

The required language for the proposal is Ukrainian. The required language for the contract and reports and any other documents in relation to the assignment is English.

**The proposal should provide the following information:**

* Description of the organization applying, including an outline of its experience, contacts and networks in their national social sector, and a summary of the applicant’s experience of organizing similar events;
* Outline of the proposed Camp(s’) agenda, including suggestions of activities facilitators team and guest speakers;
* Estimated budget breakdown (taking into consideration the budget limit and the number of participants - up to 40). The budget should be presented in UAH (using current exchange rates where needed).
* CV of the assignment manager (s).

The deadline for submitting applications is **23:59 Kyiv time, 26 July 2021.** Applications should be sent by email to activecitizens@britishcouncil.org.ua with the email subject line **Application: HoE Organizers for Active Citizens Camp 2021.**

In case of further questions or requests for clarification please contact activecitizens@britishcouncil.org.ua with the email subject line **Request for additional information: HoE Organizers for Active Citizens Camp 2021.**

Such questions or requests for clarification of any aspects of this call must be sent to activecitizens@britishcouncil.org.ua no later than **23:59 Kyiv time on 23 July 2021**. Questions submitted which are of general interest will be published on the British Council’s website, in anonymized form, together with the British Council's answers, on **23 July 2021**.

Organizers will be selected and notifications of selection results will be sent to applicants on **9 August 2021**.

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccurate information, all under UK data protection law.

If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

If you want more information about this, please, contact us at activecitizens@britishcouncil.org.ua or the British Council’s Data Protection Team: dataprotection@britishcouncil.org or see our website: <https://www.britishcouncil.org/privacy-cookies/data-protection>